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30 AUG 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 30 August 1974:

a. Retroactive Pay. The regular paychecks issued this week included employees' retroactive entitlements for the October 1972 - January 1973 pay increase. The supplemental retroactive pay processing went smoothly and all checks and Earnings and Leave Statements were distributed on time despite a series of equipment problems unrelated to the retroactive pay. We are working with Office of Personnel in obtaining current addresses for former employees eligible for retroactive pay. These checks will be prepared and mailed as addresses are verified.

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d. Career Trainees. Mr. Yale addressed the DDA Survey for Career Trainees on Agency financial operations. The group expressed a lively interest in this topic and several questions were asked.

[REDACTED] 25X1  
coordinate improved testing and acceptance procedures for payroll program changes.

f. Key DAC. Improved scheduling for receipt of financial reports was implemented this week. The new procedures provide for the uninterrupted and timely transmission of daily payroll reports on a priority basis with deferral of more lengthy accounting reports. This arrangement now meets the needs of both Compensation and Tax Division and Accounts and Analysis Division.

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i. OJCS Meeting. Mr. Yale and other Office of Finance representatives met with [REDACTED] and other OJCS representatives to discuss the current status of principal projects which are under development. 25X1

j. Public Law 93-350. [REDACTED] met with Messrs. [REDACTED] 25X1  
Ms. [REDACTED] of Office of Personnel to establish procedures for handling revised retirement provisions provided by Public Law 93-350. 25X1

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